QuickFind™

User Guide

LexisNexis®

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Welcome to QuickFind™

What Is QuickFind?

QuickFind is a desktop productivity tool that resides as an icon at the bottom of your computer screen. QuickFind lets you retrieve or note up decisions and statutes from any electronic source — including word processor documents, email messages, memos, factum databases, online casebooks and web pages. You may also use QuickFind to retrieve Canadian journal articles and U.S. cases.

Using QuickFind is as easy as highlighting a citation in your document, then clicking the **QuickFind** icon. You can use QuickFind to view or print decisions and statutes, case summaries or *Quick*CITE™ citator records (for noting up a case or statute) from the Quicklaw™ service without having to connect to and search Quicklaw.

QuickFind reduces the time required to search for and copy citations. With QuickFind, linking to decisions and statutes is easier, faster and more efficient than ever. QuickFind contains a History List that stores previously searched citations and lets you use Client Identifiers for billing purposes. You also can use QuickFind to type a citation that appears in hard-copy documents, such as casebooks or journal articles, to retrieve or note up the case or statute.

Downloading QuickFind

Anyone with a valid Quicklaw account can use QuickFind, provided QuickFind is activated on your account. Contact your Account Executive or Customer Support if it is not. Charges are applied on a pay-per-use basis. To download the application:

1. In your web browser, visit **www.lexisnexis.ca/en/support/downloads**.
2. Click the **Download QuickFind** link. A pop-up window will appear asking you to either run the installation now or save the file for later installation.
3. Click the **Run** button to continue the download.
   <div align="center">**OR**</div>
   Click the **Save** button and specify a location for the download file to be saved. Once downloaded, navigate to that location. Double-click on the **quickfind.exe** application icon.
4. A pop-up window may appear to verify the security of the software publisher. Click the **Run** button to continue.
5. Another pop-up window will appear to confirm extraction of the files to your computer. Click the **Unzip** button to continue.
6. Click the **OK** button to confirm the successful file extraction. The installation wizard will launch (see the next section, "Installing QuickFind," for further instructions).

Installing QuickFind

Once the application has been successfully downloaded, the InstallShield®
Wizard will guide you through the following QuickFind setup steps:

1. You will be advised to close other running applications during installation
    and agree to the legal terms of the software. Click the **Next** button to
    proceed.
2. Verify or change the location for the application folder by clicking the
    Browse button, then click the **Next** button to proceed.
3. You will be asked if you want QuickFind to run whenever the system
    starts up, which is recommended for quick or frequent access to
    QuickFind. Click either the **Yes** or the **No** button to proceed. If you choose
    No, you will have to manually start the program each time you wish to use
    it by locating the launch file and double-clicking it to start the application.
4. The following pop-up window appears asking if you would like the option
    of saving your password.
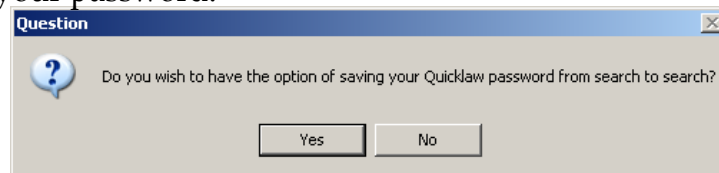
It is recommended to click the **Yes** button as this option can subsequently
be turned off. If you click the **No** button, you will have to enter your
password with each QuickFind request and reinstall QuickFind should
you later wish to enable the option of saving your password.

Launching QuickFind

If you chose to have QuickFind run at startup, you will see the **QuickFind** icon
 near the clock in the taskbar, and you can begin using the
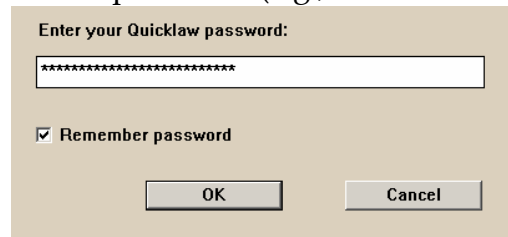program immediately.

If you do not see the icon in the taskbar, click the **QuickFind** icon to start the
application, which is located in either:

*   Start Menu > Programs > QuickFind
*   The location chosen in step 2 above under "Installing QuickFind" (double-
    click required)

Passwords

The first time you use QuickFind after installation, the **Password** window will prompt you for your QuickFind password. Your password is your Quicklaw user ID followed by a semicolon and your Quicklaw password (e.g.,

JOHNSMITH;QLPass9999). You can choose whether or not to save your password for subsequent searches by selecting or deselecting the **Remember password** checkbox. Click the **OK** button.

Note: If the **Remember password** checkbox is greyed out or does not appear, the option to save your QuickFind password was not selected during installation. To enable this feature, you can reinstall the program and select "Yes" in step 4 under "Installing QuickFind" (see p. 3).

Note: QuickFind uses the same ID and password as you currently use for accessing Quicklaw. Whenever you change your Quicklaw password, you will have to change your QuickFind password. If you experience difficulty with your ID and password, please contact Customer Support.

Changing Your QuickFind Password

If you use a shared computer, or if you change your Quicklaw password, you may need to change your QuickFind password. To enter a new password:

1. Double-click the **QuickFind** icon, or right-click the icon and left-click **Open** in the QuickFind menu that appears.
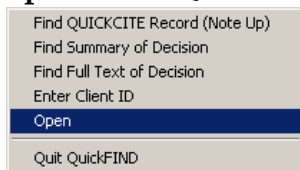
2. In the **QuickFind** window, click the **Enter Password** button.
3. In the **Password** window, type your Quicklaw user ID and a semicolon, then the new Quicklaw password. Note that password characters appear as asterisks.
4. If you don't want to re-enter the password each time you use QuickFind, select the **Remember password** checkbox in the window.
5. Click the **OK** button. The new password will take effect the next time you use QuickFind.
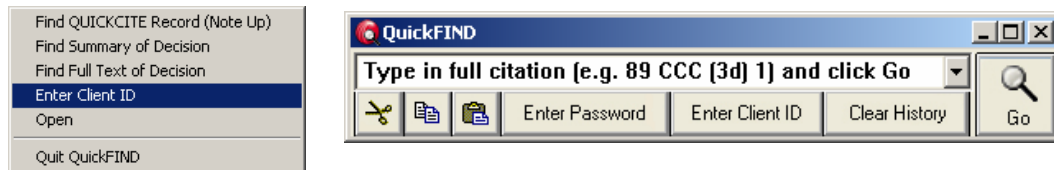
Client Identifiers

You can use Client Identifiers each time you use QuickFind to help keep billing information separate for each client, but it is optional to enter one. Client Identifiers appear on your itemized Quicklaw invoice with a summary of all QuickFind charges. If you do not enter one, QuickFind usage will simply appear as "QuickFind" on your invoice.

A Client Identifier can be up to 16 characters in length and have any combination of letters, numbers, symbols and spaces. Whenever you use QuickFind after you restart your computer or quit QuickFind and reopen it, you will be prompted for a Client Identifier.

Entering a Client Identifier

1. Right-click the **QuickFind** icon. From the menu, left-click **Enter Client ID** *or* in the **QuickFind** window, click the **Enter Client ID** button.

2. In the **Client ID** window, type a new Client Identifier or leave it as "QuickFind" or the current Client Identifier.
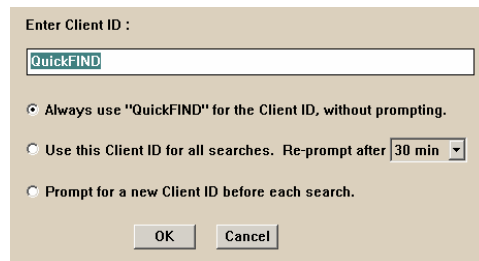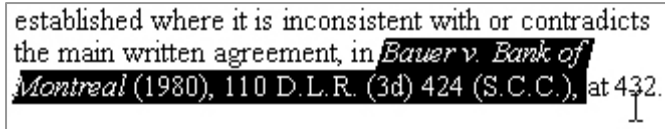

3. Select the appropriate option in the window. The default is to prompt for a new ID before each search. You can also choose to be reprompted for an identifier at preselected intervals from every minute to every 24 hours, or to always use "QuickFind" as the Client ID, which disables all prompting.
4. Click the **OK** button. The new Client Identifier will take effect the next time you use QuickFind.

Easy Steps for Using QuickFind

Using QuickFind from an Electronic Source

Using QuickFind is as easy as these simple steps:

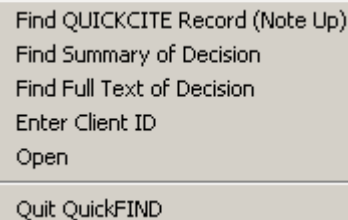1. **Select** a citation by highlighting it with your cursor. You can include extra text such as case or statute names on either side of the citation, but if you select multiple citations, only the first complete citation will be retrieved.

    > established where it is inconsistent with or contradicts the main written agreement, in *Bauer v. Bank of Montreal* (1980), 110 D.L.R. (3d) 424 (S.C.C.), at 432.

2. **Single-click** the **QuickFind** icon in the system tray at the bottom right of your computer screen to get the case or statute.

    OR

    Right-click the **QuickFind** icon. From the menu, left-click on the desired option to note up the case or statute, get the decision summary, or get the full text of the case or section of the statute.

    > Find QUICKCITE Record (Note Up)
    > Find Summary of Decision
    > Find Full Text of Decision
    > Enter Client ID
    > Open
    >
    > Quit QuickFIND

    The full text, summary or *Quick*CITE record will appear in your default web browser. If the document exists in English and in French, click the version you wish to view. Use your browser to **read**, **save** or **print** the document.

    > **Quick FIND™**
    > *Your Link to the Law*
    >
    > **2 documents satisfy your FIND request**
    >
    > Hall v. Hebert, [1993] 2 S.C.R. 159
    >
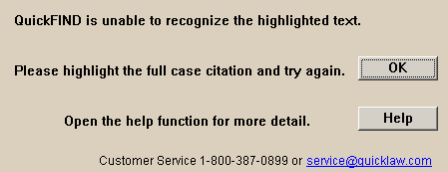   > Hall c. Hebert, [1993] 2 R.C.S. 159

Note: You may receive a security warning at the top of your browser window. You do not need to click the message; your results will still display.

> Address C:\Documents and Settings\Local Settings\Temp\QFTemp.HTM
> ⚠ To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...
>
> **Quick FIND™**
> *Your Link to the Law*

Note: If the citation was not recognized or highlighted properly, the following pop-up window will appear:

> QuickFIND is unable to recognize the highlighted text.
>
> Please highlight the full case citation and try again.   [OK]
>
> Open the help function for more detail.   [Help]
>
> Customer Service 1-800-387-0899 or service@quicklaw.com

Retrieving Statutes from an Electronic Source

1. **Select** a citation by highlighting it completely with your cursor. You can include extra text such as a statute name on either side of the citation, but if you select multiple citations, only the first complete citation will be retrieved.
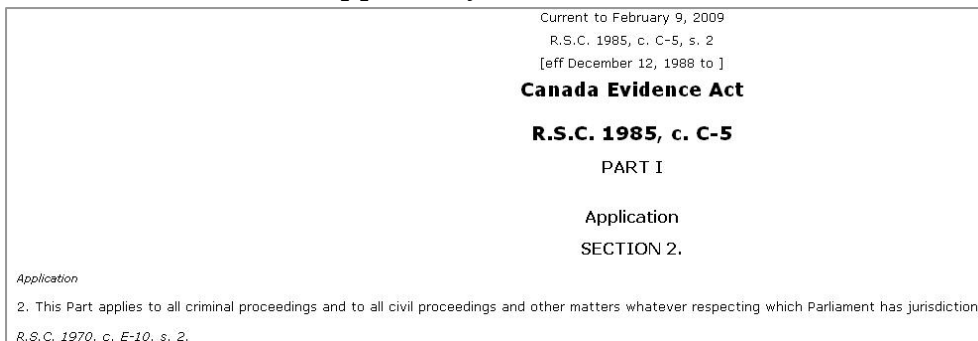
   > *Canada Business Corporations Act*, RSC 1985, c. C-44
   > *Canada Evidence Act*, RSC 1985, c. C-5
   > *Canada Labour Code*, see *Labour Code, Canada*

2. **Click** the **QuickFind** icon in the system tray at the bottom right of your computer screen to retrieve the statute. The following screen will appear in your default browser as QuickFind searches for the statute.

   > **QuickFIND** ™
   > *Your Link to the Law*
   >
   > Please wait. Your request has been forwarded to Quicklaw.

3. Any matching sections or language versions will appear. If your citation did not refer to a specific section, all sections of the act are retrieved. Click the link to the document you wish to view.

   > **QuickFIND** ™
   > *Your Link to the Law*
   >
   > **174 documents satisfy your FIND request**
   >
   > **Canada Evidence Act, SECTION 1.**
   >
   > **Canada Evidence Act, SECTION 2.**
   >
   > **Canada Evidence Act, SECTION 3.**

4. The document will appear in your default web browser.

   > Current to February 9, 2009
   > R.S.C. 1985, c. C-5, s. 2
   > [eff December 12, 1988 to]
   > **Canada Evidence Act**
   >
   > **R.S.C. 1985, c. C-5**
   >
   > PART I
   >
   > Application
   > SECTION 2.
   >
   > *Application*
   >
   > 2. This Part applies to all criminal proceedings and to all civil proceedings and other matters whatever respecting which Parliament has jurisdiction.
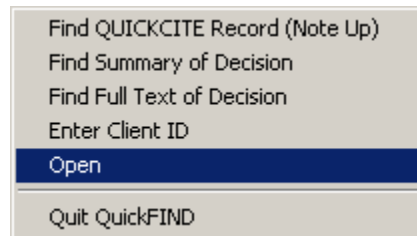   >
   > *R.S.C. 1970, c. E-10, s. 2.*

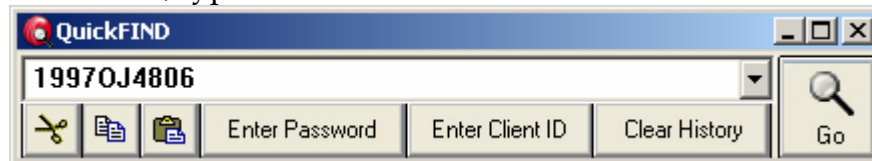5. Use your browser to **read**, **save** or **print** the document.

Other QuickFind Features

Manually Retrieving or Noting Up Citations

1. Open the **QuickFind** window. To open the window, right-click the **QuickFind** 🔍 icon and, from the menu, left-click **Open**.

    > Find QUICKCITE Record (Note Up)
    > Find Summary of Decision
    > Find Full Text of Decision
    > Enter Client ID
    > **Open**
    >
    > Quit QuickFIND

2. In the window, type the citation information in the citation box.

    > 🔍 **QuickFIND** _ □ ×
    > 1997OJ4806 ▼ 🔍
    > ✂ 📋 📋 Enter Password | Enter Client ID | Clear History | Go

Note: Type the year if it is enclosed in square brackets (e.g., **[1997] S.C.J. No. 108**) and include the abbreviation for the series number (e.g., **3d, 4th**). Spacing and punctuation is optional (e.g., **39 D.L.R. (4th) 595** or **39dlr4th595**).

3. Click the **Go** button to retrieve the document.

    <div align="center">OR</div>

    Right-click the **Go** button to retrieve the document, case summary or *Quick*CITE record. In the **Document Type** window, select the appropriate option and click the **OK** button.

    > ○ **Full Text of Decision**
    >
    > ○ **Brief (Summary of Decision)**
    >
    > ⦿ **QUICKCITE Record (Note Up Decision)**
    >
    > OK | Cancel
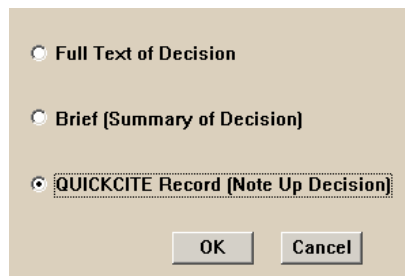
Note: Although all three options refer to "Decision," you may use QuickFind to find or note up statutes as well. As there are no summaries for statutes, the "Brief" option will not apply.

4. The document, summary or *Quick*CITE record will appear in your default web browser. If an alternate language version exists, click the version you wish to view. Use your browser to **read, save** or **print** the document.

Using the QuickFind Window

To open the **QuickFind** window, right-click the **QuickFind** icon in the system tray and left-click the **Open** option. This menu is then disabled, and the **QuickFind** window opens on top of all other windows, enabling all the additional features described below.
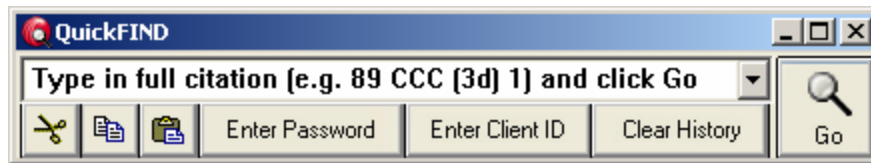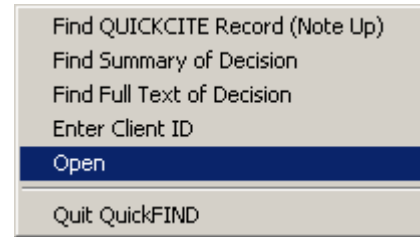

- **Manually enter** a citation by typing the citation in the citation box and click the **Go** button or press **Enter** to view the case or statute.
- **View** your 50 most **recent citations** by clicking the view history ▼ arrow.
- **Remove** a citation from the list of recent citations by clicking the view history ▼ arrow, then the citation you wish to remove. Once it appears in the citation box, click the **Cut** button to remove it.
- **Copy** and **store** a citation from a document by highlighting the citation and clicking the **Copy** button. Within a few seconds, the citation appears in the citation box and is added to the recent citations list. Alternatively, press **Ctrl+C**, and then press **Ctrl+V** or click the **Paste** button.
- **Copy** the History List by pressing **Ctrl** and clicking the **Copy** button. You can then paste it into any document to save for reference or print out.
- **Minimize** the **QuickFind** window to the windows bar by clicking the **Minimize** button. To re-expand the window, left-click the button, or right-click the **QuickFind** icon in the system tray and left-click the **Open** option.
- **Collapse** the **QuickFind** window (to show only the **Copy** and **Go** buttons) by clicking the **Maximize** button. Click it again to re-expand the window.
- **Close** the **QuickFind** window by clicking the **Close** button. To restore the window, right-click the **QuickFind** icon in the system tray and left-click the **Open** option.
- **Enter your ID and password** by clicking the **Enter Password** button. You can then select the **Remember password** checkbox to retain the password.
- **Enter your Client ID** by clicking the **Enter Client ID** button. You can then choose whether or how often you wish to enter a new Client ID.
- **Clear** the list of recent citations searched by clicking the **Clear History** button.

Storing Citations for Future Retrieval or Noting Up

QuickFind can store citations so you can later retrieve or note up all the cases and statutes in succession once you are finished working with your document.

1. Right-click the **QuickFind** 🔍 icon and left-click **Open** to open the **QuickFind** window.

2. In your document, select a citation by highlighting it completely with your mouse. You may highlight multiple citations and additional text, but only the first citation will be recognized. It may be useful to also select the decision or statute name in order to differentiate the document later.
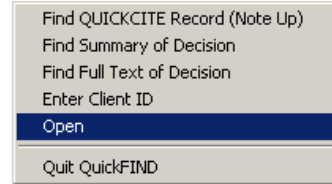
3. In the **QuickFind** window, click the **Copy** button. Within a few seconds, the citation will appear in the **QuickFind** window and is automatically added to the drop-down History List.

4. Repeat steps 2 and 3 for each citation you wish to store for future retrieval or noting up. The History List can store up to 50 citations.

5. To find or note up a citation in the History List, click the arrow next to the drop-down list, then click the appropriate citation.

6. Click the **Go** button to retrieve the full-text case or statute.

    OR

    Right-click the **Go** button to retrieve the document, summary or *Quick*CITE record. In the **Document Type** window, select the appropriate option and click the **OK** button.
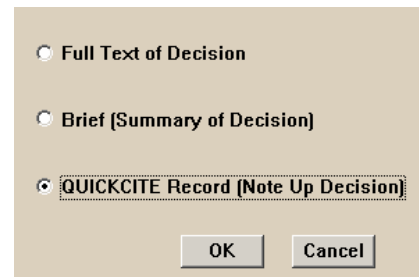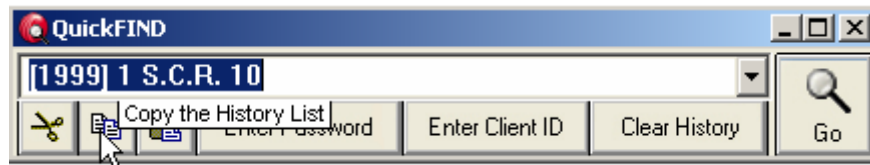
7. The document will appear in your default web browser.

8. Use your browser to view or print the case or *Quick*CITE record.

Printing or Saving the History List

You can print or save the stored citation list so you can later retrieve or note up those citations, or send them to someone else.

1. Hold down the **Ctrl** key and click the **Copy** button. A message will display that the History List has been copied to the clipboard. Click **OK**.
2. In any text document, select **Paste** from the Edit menu or press **Ctrl+V**.
3. Edit, print or save your list of citations in your text document.

Quitting QuickFind

Simply closing the **QuickFind** window leaves the icon running in the system tray. To completely exit QuickFind:

1. If the **QuickFind** window is on your screen, click the **Close** or **Minimize** button on the right side of the window.
2. Right-click the **QuickFind** icon. From the menu, left-click **Quit QuickFind**.

To re-launch the application, click the **QuickFind** icon located in either:
- Start Menu > Programs > QuickFind
- The location chosen in step 2 under "Installing QuickFind" (see p. 3).

Citations Recognized by QuickFind

QuickFind lets you retrieve or note up a wide range of cases and statutes published by LexisNexis Canada and other publishers. QuickFind can also be used to find the full text of a journal article or a U.S. case.

QuickFind recognizes citations for the following documents:
- Federal, provincial and territorial cases reported by LexisNexis Canada and other publishers
- Federal and provincial tribunal decisions
- Federal and provincial statutes
- Canadian journal articles
- U.S. federal and state cases

Examples of Recognized Citations

Any highlighted text containing at least one citation will be recognized by QuickFind. Punctuation, upper or lower case, spacing, parentheses or square brackets are generally not required. Neutral as well as parallel citations from other publishers are both recognized (i.e., **[2008] S.C.J. No. 2** or **2008 SCC 2** or **289 D.L.R. (4th) 1**).

1. Canadian case law citations:

   Examples: **12 C.R.R. (2d) 193** or **12CRR2d193**
   [2005] 1 S.C.R. 238 or **20051SCR238**
   58 D.L.R. (4th) 293 or **58dlr4th293**

2. Canadian statute citations (since current revision on a jurisdictional basis):

   Examples: **R.S.Q., c. S-4.2, s. 138** or **RSQ c. S-4.2, s. 138**
   R.S.O. 1990, c. C.43, s. 125 or **RSO1990c.C.43s125**
   R.S.O. 1990, c. F.32, ss. 1, 2, 5-13, 16(3)
   R.S.C. 1985, c. P-21, s. 6(3) or **RSC1985c.P-21s6(3)**

   Note: For statute sections, the "c." or "ch." must be followed by a period.

3. Canadian law journal and review citations:

   Examples: **51 U.T.L.J. 193** or **51UTLJ193**
   (2006) 32 Can.-U.S. L.J. 29
   Theory of Vicarious Liability, (2005) 43 Alta. L. Rev. 287 - 326

4. U.S. case law citations:

   Examples: **348 U.S. 3** or **348US3**
   184 S. W. 2d 366 or **184SW2d366**
   People v. McConnell, 20 Cal. App. 2d 196

Notes

Superior Customer Support

For additional help, please contact Customer Support by phone at **1-800-387-0899** or by email at **service@lexisnexis.ca**. When you call for assistance, please try to be near your computer and have your QuickFind password ready.

For more information on how to use our products, visit our Customer Support web section at **www.lexisnexis.ca/en/support**.